

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, February 16, 2015
President's Day**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, February 16, 2015** at the time of 7:00 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Bob Johnston, Assistant Public Works Director; Derek Snyder, P.E. of NIES Engineering; Thomas Brown, Brown Insurance; Susan Murovic of the Advisory Board of Zoning Appeals, Ed Dabrowski, IT Consultant (Contract); and Peter Hojnicky, Metropolitan Police Chief were also present.

General Substance of Matters Discussed

1. Christopher Fabris, 2720 Wicker, Highland, met with the Town Council to discuss his application for appointment to a board or commission. The discussion concerned his possible interest in an appointment to the Community Events Commission.

Mr. Fabris recounted his current work as an Emergency Medical Technician for Prompt Ambulance Service. There were no questions from the Town Council. The Town Council President thanked Mr. Farris for his interest.

2. *Request to Extend the Bid Prices Associated with Walsh and Kelly Supplies and Materials.* The Assistant Public Works Director discussed with the Town Council the desirability of extending the bid agreement for supplies and materials with Walsh & Kelly as bid in 2012. The discussion included acknowledgement that oil prices being down, bituminous materials may be obtained at a lower cost. The discussion further included the Assistant Public Works Director's suggestion that the cost of labor has increased rendering it a compensating element. This suggested the desirability of extending the contract rather than seeking new bids. The discussion included a consideration of the workmanship of Walsh and Kelly.
3. *Authorization to Participate in the State of Indiana Purchasing Group for Road Salt.* The Town Council and the Assistant Public Works Director discussed the purchase of road salt for the current season. It was noted that the purchase of 1,000 tons of treated and 1,000 tons of untreated salt were preferred and were available at a competitive price owing to participating in the state purchase. The Town Council President asked that the proper Works Board order be prepared to authorize the purchase at the meeting of February 23.
4. *Kennedy Avenue Water main Replacement Project.* The Town Council discussed with Derek Snyder, P.E., engineer with NIES Engineering the parameters of the project and its possible impact on the traditional route of the Independence Day twilight parade.

Mr. Snyder reported that the project timeline would run from Spring to a possible completion date of October 27, 2015. The project would be in two phases, one north of Cady Marsh Ditch and the other south. The replacement involves replacement of water main running the length of Kennedy Avenue from 45th Avenue to Highway Avenue.

It was noted that the length from Cady Marsh to Highway Avenue would involve the two center lanes on Kennedy Avenue, but they would be covered and made passable. It

was further noted that the portion between 45th Avenue and Cady Marsh Ditch would affect much less of the roadway. It was still further noted that the apparent low bidder on the project, Grimmer Construction, expressed its desire to work with the Town as needed with regard to the parade.

Several alternative routes were discussed for the parade. After extended discussion, the Town Council determined no change to the traditional parade route to be necessary.

5. The Town Council and the Clerk-Treasurer discussed the draft amendment to the Code that would allow town councilors to trade, alternate or share the position on the Traffic Safety Commission. Noting that the amendment, the Clerk-Treasurer suggested and the Town Council offered no objection to change the terms from annual to three years in length.
6. The Town Council discussed with the Metropolitan Police Chief the recommendation to change parking for the South East Corner of Waymond Avenue and US Highway 41, all near the Webb Hyundai Automobile dealership. It was noted that there would be a resident only restriction.
7. *Community Resource Officer/Code Enforcement.* The Metropolitan Police Chief presented a written description of a new position assignment that would focus on junk vehicle enforcement. There would be some animal control follow-up and could also supplement with code enforcement. It was noted that the position description was developed in consequence of inquiries from the late Councilor Dennis Adams.

The Chief further reported that the assignment would “cruise neighborhoods.” In a colloquy with the Clerk-Treasurer regarding business licensing enforcement, the Police Chief suggested that no formal change be made to the written position description but that he would cause that to be included.

8. *Group Dental Insurance Renewal.* Tom Brown of Brown Insurance discussed the status of seeking alternative quotes. He noted that the current carrier, United Health Care, was not providing claim experience for groups of less than 300. He further noted that the current plan is a “rich one”, finding alternative providers with similar benefit plans is challenging.

He further noted that he welcomed any added contacts to UHC that may provide a response to provide an alternative quote. It was noted that the current increase was within the budget.

9. The Town Council President shared a letter under the signature of City of Gary Mayor Karen Freeman-Wilson, regarding the Town’s participation in delivering for *Meals on Wheels*, a program that encourages annually the delivery by elected public officials to deliver to clients in the community. The Town of Highland’s assignment was March 18, 2015 from 11:35 a to 1:15 p.
10. The Town Council and the Metropolitan Police Chief discussed the IT Position in the Police Department described as the Systems Administrator/Training Officer. The Police Chief presented a written summary of the position.

The discussion explored whether the position could serve town wide IT needs or should be confined to the police department. The Metropolitan Police Chief indicated his reluctance to have a single town wide IT person, rather than his department specific assignment.

It was noted that the current function is performed by Corporal Jerry Koedyker, who is slated for retirement.

The Police Chief suggested that the position be converted to civilian rather than one occupied by a police officer. The Chief indicated that in making the conversion, costs for the position would be considerably lower. In a colloquy with Councilor Wagner and the Clerk-Treasurer, it was noted that there would be no reduction in cost if there would be a replacement to his sworn strength for the Cpl. Koedyker upon his retirement and with a civilian hire to fill the revised IT position. The Police Chief assured that such a scenario would not ensue.

11. The Town Council discussed the condition of the upper council study chamber and its disarray, as raised by Councilor Vassar. It was further noted that supplies of copy paper cases were also stored in that room obstructing access to Councilor filing cabinets. The Town Council discussed the desirability of relocating the cases of copy paper.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, February 16, 2015**, was adjourned at 8:39 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer